

## **HELP WANTED**

### **ADMINISTRATIVE ASSISTANT FOR THE EGREMONT POLICE DEPARTMENT**

The Town of Egremont is accepting applications for the position of Administrative Assistant.

This is a Part-Time position.

The Administrative Assistant is responsible at minimum, for greeting and assisting persons coming to the police department office and responding appropriately to inquiries, answering incoming telephone calls, appropriately providing information with which s/he is familiar and directs or forwards calls to other appropriate individuals and/or voice mail using courteous telephone procedures, preparing weekly police payroll for approval by the Chief of Police, providing clerical assistance to all Town police officers, performing special projects as assigned by the Chief of Police, developing and maintaining hard copy and electronic filing systems and filing items so that all records under her/his care are in a current and orderly condition.

Applicant must be able to deal responsibly with sensitive or confidential matters.

Applications with a job description are available at Town Hall, 171 Egremont Plain Road, North Egremont or by calling 413-528-0182 or on the Town's web page at [www.egremont-ma.gov](http://www.egremont-ma.gov).

Pay is \$18.50 per hour.

Applicants must be 18 years of age or older, have a high school diploma or GED, and a minimum of 1 year of clerical experience. Ability to interact with the public tactfully and effectively is a must. Good communication skills are essential. Please return applications with references to Select Board, P.O. Box 368, South Egremont MA 01258.

The Town of Egremont is an Equal Opportunity Employer